



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRESFORINST 4408.3

N41

7 DEC 1999

COMNAVAIRESFOR INSTRUCTION 4408.3

Subj: MANAGEMENT OF PREEXPENDED BINS (PEBS)

Ref: (a) OPNAVINST 4790.2F
(b) DoD 4140.27M of 1 Aug 86

1. Purpose. To establish procedures and guidance for managing consumable material in PEBS.
2. Background. References (a) and (b) authorize the establishment and operation of PEBS. The PEB is established to shorten the issue and accounting procedures for high demand, low cost, and common use consumable items. Items do not have to be carried in local supply stock to be considered as an addition to the PEB.
3. Scope. This instruction applies to all COMNAVAIRESFOR Supply Departments, Aircraft Intermediate Maintenance Departments (AIMDs) and Squadron PEB custodians.
4. Responsibility
 - a. Supply Department will:
 - (1) Establish station and satellite PEBS as required.
 - (2) Per reference (a), ensure unauthorized items are not included in the PEB.
 - (3) Appoint in writing a full time PEB manager.
 - (4) Review stock levels quarterly to ensure that high and low limits are being maintained.
 - (5) Review usage data annually and retain items that have incurred at least one demand in the last 12 months.
 - (6) Deliver satellite PEB material as required.
 - (7) Generate PEB listings via NALCOMIS as required.
 - (8) Maintain PEB funds, records, and submit required reports.
 - (9) Perform quarterly audits on satellite PEBS. At a minimum audits will include the following:

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- (a) PEB custodian assignment
 - (b) Positive control of PEB spaces
 - (c) Shelf life compliance
 - (d) Proper documentation of usage data
 - (e) Location audit (i.e. properly labeled bins and material)
 - (f) Validation of outstanding material requirements
- (10) Provide training as required to satellite PEB custodians, based on custodian turnover and audit results.
- (11) Assemble Phase kits as required.
- (12) Per reference (a), stow pilferable items in limited access area.
- (13) Maintain material condition and cleanliness of PEB.
- (14) Per reference (b), ensure shelf life material is properly managed.
- b. AIMD/SQUADRON will:
- (1) Appoint in writing a PEB custodian and an alternate for each satellite PEB.
 - (2) Provide sufficient funding to maintain PEBs.
 - (3) Review PEB weekly to ensure they are properly stocked and maintained.
 - (4) Forward requests to the Supply Dept PEB manager when stock reaches the low limit.
 - (5) Receive, stow and issue PEB material.
 - (6) Make recommendations for additions/deletions and changes to the high and low limits to the PEB manager.
 - (7) Provide Monthly Maintenance Plans (MMPs) to Supply Dept PEB Manager.
 - (8) Per reference (a), stow pilferable items in limited access areas.

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(9) Establish detachment PEBs as required. Detachment PEB boxes shall be strictly controlled by Material Control.

6. Authorized PEB Item. The Supply Officer (SUPO) and the Maintenance Officer (MO) of the activity being supported are jointly responsible for determining those items to be added to or purged from the PEB. Items with a unit cost of \$150 or less may be routinely established in the PEB. Items with a unit cost in excess of \$150 may be added to the PEB with the approval of the CO.

7. Use Until Exhausted (UTE) Material. UTE is defined, as the EXCESS quantity of material ordered and received from the supply system and subsequently was not required to complete the maintenance action for which the material was originally ordered. The EXCESS quantity will be established in the PEB and recognized with a low limit of zero in NALCOMIS. The supporting supply department will monitor for usage and demand rate.

8. Form. Joint PEB Addition/Deletion Request Forms are available upon submitting a memorandum request to COMNAVVAIRESFOR (N41) or by downloading from the COMNAVRESFOR Command Services web site and selecting the form option.


M. B. NORGART
Deputy

Distribution: (COMNAVRESFORINST 5218.2B)

List B1 (23C, 42RR, FR8 only)

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E1 (24A1, 24A2 only)

SNDL: FC14 (NAS Sigonella)

FB1 (NAF Atsugi Japan)

22 NOV 99

From: Captain Hurt, N41L
To: CAPTAIN Norgart
Via: (1) N3 (route slip attached)
(2) N41 *[Signature]*
(3) N4 *[Signature]* 11/23

Subj: Management of Pre-Expended Bins Instruction

1. Issue:

- Presently, OPNAVINST 4790.2F provides operation of Pre-Expended Bins (PEB's). The guidance is more detailed and provides station COMNAVAIRESFOR Supply Department. The in-depth procedures provide structure responsible for maintaining the PEB's, and are required.
- Additionally, this instruction provides guidance currently being managed off-line. The transition from off-line management and aids out.

2. Background:

- COMNAVAIRESFORINST 4790.2F is the instruction intended to enhance the management of questions from station supply and ensure uniformity of procedures.

3. Recommendation:

- Please review for information

PEB INST & Form
N3
W/M 10/28

<i>N34</i>	
<i>N344</i>	<i>RS</i>
<i>N344</i>	<i>[Signature]</i>
<i>N341</i>	<i>[Signature]</i>
<i>N342</i>	<i>ABC</i>
	<i>[Signature]</i>

RTN TO Akes LIBBY
N41A X5718

Form will be RTNed separately.
THEY CANNOT BE MADE AN ENCL,
PER ADMIN.

ANNUAL DIRECTIVE/FORM/REPORT REVIEW (CIRCLE APPROPRIATE REVIEW)

FROM: COMNAVRESFOR (N01A1C)
TO: COMNAVRESFOR (N41)

SIGNATURE OF AUTHORIZING OFFICIAL: T. DUNN

DATE ORIGINATED: 4 DEC 00
FILE ID: A4408.3

SPECIAL INSTRUCTIONS: *Return completed copy within five days from above date. If additional space is required, attach a separate sheet.

1. An annual review must be conducted with a view toward cancelling, updating, revising, or consolidating, as appropriate. In order to spread this workload over the entire year, the annual review is conducted on the respective anniversary date.

2. An instruction that has no SPER, REVISED, or CONSOLIDATED, within seven years from the date of issuance must be revised or canceled. Change transmittals issued during this seven year period do not require a separate form. If a directive is revised, the original directive shall include all printed matter contained therein to ensure completeness and accuracy. Special attention will be directed to references, enclosures, required reports, forms, text and distribution list.

DOCUMENT UNDER REVIEW: PREFIX AND NUMBER: COMNAVRESFORINST 4408.3
SUBJECT: MANAGEMENT OF PREEXPENDED BINS (PEBS)

DATE OF DOCUMENT: 7 Dec 99

RESULTS OF THE DIRECTIVE REVIEW	YES	NO	IF CANCELLED PROVIDE COMPLETE JUSTIFICATION. IF SEVEN YEARS OLD CANCELLATION IS REQUIRED. IF DIRECTIVE IS TO BE CONSOLIDATED, SUPPLY THE OTHER INSTRUCTION NUMBER.
SHOULD THIS DIRECTIVE BE:	CANCELLED	YES	
	REVISED	NO	
	CONSOLIDATED		
IF A FORM IS PRESCRIBED/ ENCLOSED, SHOULD IT BE:	CANCELLED		PROVIDE FORM NUMBER(S). (CONSULT FORMS MANAGEMENT PERSONNEL)
	REVISED		
IF A REPORT IS REQUIRED, SHOULD IT BE	CANCELLED		PROVIDE REPORT NUMBER(S). (CONSULT REPORTS MANAGEMENT PERSONNEL)
	REVISED		
RESULTS OF THE FORMS REVIEW	YES	NO	IF CANCELLED, PROVIDE COMPLETE JUSTIFICATION. IF REVISED, PROVIDE FORMS MANAGER A DRAFT OF THE REVISED EDITION. IF FORM IS TO BE CONSOLIDATED, SUPPLY THE OTHER FORM NUMBER(S).
SHOULD THIS FORM BE:	CANCELLED		
	REVISED		
	CONSOLIDATED		
IF THE FORM IS A REPORTING REQUIREMENT, SHOULD REPORT BE	CANCELLED		PROVIDE REPORT NUMBER(S). (CONSULT REPORTS MANAGEMENT PERSONNEL)
	REVISED		
IF CONTAINED IN A DIRECTIVE, WILL THE DIRECTIVE BE	CANCELLED		PROVIDE INSTRUCTION NUMBER(S). (CONSULT DIRECTIVES MANAGEMENT PERSONNEL)
RESULTS OF THE REPORTS REVIEW	YES	NO	IF CANCELLED, PROVIDE COMPLETE JUSTIFICATION. IF REVISED, REQUIREING DOCUMENTS WILL HAVE TO REFLECT CHANGE. IF REPORT IS TO BE CONSOLIDATED, SUPPLY THE OTHER REPORT NUMBER(S).
SHOULD THIS REPORT BE	CANCELLED		
	REVISED		
	CONSOLIDATED		
IF A FORM IS PRESCRIBED, SHOULD IT BE	CANCELLED		PROVIDE FORM NUMBER(S). (CONSULT FORMS MANAGEMENT PERSONNEL)
	REVISED		
IF CONTAINED IN A DIRECTIVE, WILL THE DIRECTIVE BE	CANCELLED		PROVIDE INSTRUCTION NUMBER(S). (CONSULT DIRECTIVES MANAGEMENT PERSONNEL)
	REVISED		

REMARKS:

SIGNATURE OF REVIEWING OFFICIAL: *T. Dunn*TITLE: *NAVRES 52168 (COMPUTER GENERATED)*DATE REVIEWED: *8 Jan 00*